



VINEYARD
STAY CONNECTED

Home-Based Occupation Business License Application

125 S Main Street
Vineyard, UT 84059
801-226-1929

www.vineyardutah.org

BUSINESS INFORMATION

Business Status (check all that apply): <input type="checkbox"/> New Business <input type="checkbox"/> Location Change <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change			
Business Name:			
DBA:			
Business Address:			
City:	State:	Zip Code:	Phone:
Mailing Address:			
City:	State:	Zip Code:	Phone:
Business Phone:		Business Email:	
Corporate Business Phone:		Business Website:	
We will list your business name and the owner's name on the Vineyard website. What additional information about your business would you like us to publish? Check all that apply: <input type="checkbox"/> Address <input type="checkbox"/> Phone <input type="checkbox"/> Website address <input type="checkbox"/> No additional information			

OWNER INFORMATION

Business Owner:	
Cell Phone:	Email:
Business Co-owner/Manager:	
Cell Phone:	Email:

FEDERAL AND STATE INFORMATION

State numbers can be obtained by logging on to osbr.utah.gov (OneStop Business Registration). The OneStop Business Registration application will notify you if you need to obtain a Federal Employer Identification Number (FEIN). To apply for a FEIN, go to https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins . All entities other than an individual/sole proprietor will need a FEIN. All employers, including an individual/sole proprietor, will need a FEIN.		
State Registration: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability (LLC) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA		
State Sales Tax #:	FEIN:	
State Business Registration Number:		
State License/DOPL Type(if any):	Number:	Expires:
Federal License Type (if any):	Number:	Expires:

ADDITIONAL BUSINESS INFORMATION

Describe your business and how the property will be used. Please be specific.

Do you own your home? ☐ Yes ☐ No

Do you now have or do you anticipate in the future that clients will visit your home? ☐ Yes ☐ No

If yes, how many per day? _____ How many per month? _____

If you are renting your home and customers will be coming to the home, you must submit an Owner's Permission Form.

Do you now have or do you anticipate in the future that you will have employees onsite who do not reside at the home? ☐ Yes ☐ No

On average, how many business-related deliveries will be made to the home per week? _____

Will there be unusual traffic created in your neighborhood because of the business? ☐ Yes ☐ No

What will be your business's hours of operation?

Do you now have or do you anticipate in the future having multiple vehicles used in conjunction with your business? ☐ Yes ☐ No

If yes, how many? Where will they be parked?

Do you now have or do you anticipate in the future having trailers used in conjunction with your business? ☐ Yes ☐ No

If yes, how many? Where will they be parked?

If your home-based business has "wet processes" such as a hair salon, or biodiesel, janitorial, or food/catering services business, you must submit the TSSD Pretreatment Survey along with this Application.

What materials and equipment will be used for the business?

Will your business produce, store, or use any toxic, explosive, or dangerous chemicals, liquids, or materials in excess of the amount usually used or stored in residences? ☐ Yes ☐ No

If yes, what substance(s)?

I acknowledge that I will comply with the following (please initial):

1. I will have no more than one (1) non-resident employee onsite. _____
2. The site has at least four (4) parking spaces that meet minimum standards (including two in the garage and two in the driveway). _____
3. I will not use accessory buildings or structures in conjunction with this business. _____
4. I will store all equipment, supplies and materials used in the business inside the home. _____

ZONING REQUIREMENTS

Vineyard Zoning Code Section 15.34.150

The following conditions apply to all Home Occupation types:

- a. Incidental/Secondary – The home occupation must be clearly incidental and secondary to the principal use as a residence by the person conducting the occupation.
- b. Exterior – No home occupation shall alter the exterior of the home to differ from the residential use of colors, materials, construction or lighting. A salesroom or display window is prohibited.
- c. Storage – All equipment, supplies and materials used in business must be stored inside the home.
- d. Outdoor Activity – All home occupation activity shall be carried out within the home and shall not be observable by the general public from the street in front of the residence. Garage doors shall remain closed while business activity is conducted therein.
- e. Parking – Clearly marked driveway dimensions (or a scaled site plan) showing a total of four (4) parking spaces onsite, with a dimension of 8' wide by 18' deep each. Home Occupations with Impact, Preschools and Daycare must meet the minimum four (4) onsite parking spaces. Vehicles used by the business (other than passenger cars without signage) shall not be parked on the site, unless enclosed parking is utilized to shield the vehicles from view.
- f. Nuisances – No machinery or equipment shall be permitted that produces noise, noxious odor, vibration, glare, electrical interference or radio or electromagnetic interference beyond the boundary of the property. Only general types and sizes of machinery that are typically found in dwellings for hobby or domestic purposes shall be permitted.
- g. Signs – There shall be no use of show windows, business display or advertising visible from outside the premises except a name plate attached to an exterior door that does not exceed one (1) square foot.
- h. Off-Site Employees – Any home occupation may utilize employees to work off site. The off-site employee, volunteer, hiree, or any other person engaged with the home occupation shall not come to the home for purposes related to the Home Occupation Business License.
- i. Multiple Home Business Licenses – More than one home business license may be issued for a residence, provided that the home businesses or the accumulative effects of the home businesses do not violate the Zoning Ordinance for Home Occupation.
- j. Floor Area – The home occupation shall be conducted completely indoors. The total amount of floor area used for a home occupation shall not be greater than 25% of the total floor area of the principal dwelling unit including attached garages.

By signing, I state that I understand and will comply with the regulations of Section 15.34.150 listed above.

Signature of Business Owner

Printed Name of Business Owner

Date

LICENSE AND FEE INFORMATION

License Period is January 1st through December 31st. License renewals are due December 31st.
Applications received after July 1st will be charged half the annual fee.

The annual fee for a Home-Based Occupation Business License is \$0, unless your business has an impact on the neighborhood, in which case the fee is \$25. Staff will use the information on this form to determine if your business has an impact.

ADDITIONAL REQUIREMENTS

In addition to this Application, please submit the following to Vineyard:

- Home Occupation Business License Requirements form
- TSSD Pretreatment Survey, if applicable (see Page 2)

Depending on the type of business, a fire inspection may be required.

If your business is a preschool or daycare, or if staff determines that it is a home occupation with impact, a site plan of the property and the floor plan of the dwelling and the area to be devoted to the home occupation (with dimensions and area calculations) is also required.

By signing below, I certify that the information contained herein is true and correct. I understand that business shall not commence at this location without first obtaining a business license.

Signature of Business Owner

Printed Name of Business Owner

Date